

 Attention rental property owners in Parkesburg!!


Have you filled out your annual Rental Operating License application?

Pursuant to Ordinance #2025-569:


 An annual Rental Operating License is now required for any residential rental over 30 days (including single-family homes, apartments, townhomes, and rooming houses).


 Tenant information must be submitted within 10 days of move-in.


 Inspections will take place at least every 2 years and with each tenant change to ensure safety standards (smoke detectors, electrical systems, maintenance, etc.).


 Any violations must be fixed within 30 days before a license can be issued or renewed.


 Licenses must be renewed annually by January 31.

 Non-compliance penalties include fines that may reach up to \$600 for a first offense and \$1,000 for additional offenses—with each day counting as a separate violation.

 This ordinance also outlines procedures for inspections, appeals, and enforcement, helping ensure safer housing and stronger community standards.

 Important: This does not replace existing bi-annual rental inspections or change-in-tenancy requirements.

 Application Cost: \$200 (\$150 application + \$50 admin fee)

 Apply at the Borough Office or download at: www.parkesburg.gov